



Certification/Endorsement Support Documents for Educators

Requirements for the Assistant Building Administrator Certificate (045)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 045, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as assistant principal, assistant administrator of career and technical education or teaching principal.

Three-year conditional certificate requirements include:

- (1) Section A
- (2) at least 2 areas in Section B
- (3) Section C

Five-year professional certificate requirements include completion of sections below:

- (1) Section A
- (2) Section B
- (3) Section C

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Background check approval (CHRC) – based on fingerprints
SECTION B:
1. Federal and Maine Civil Rights and Education Laws (3)
2. Special Education Law (3)
3. Teaching Exceptional Students in the Regular Classroom (3)
SECTION C:
1. Supervision and Evaluation of Personnel
2. Organizational Theory and Planning

Special Condition: Evaluation of staff is not permitted until the holder meets the supervision and evaluation requirement.

Special Condition: Renewal requirements for the first and second renewal are very specific. Please see Rule Chapter 115 Part II for details.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov